



Maricopa County Tobacco Use Prevention Program

Welcome to a new and exciting partnership with Maricopa County Tobacco Use Prevention Program (MACTUPP). We appreciate your commitment to give students, their school and families an opportunity to take on tobacco and prevent the single most preventable cause of premature death in the United States.

Each year, more than 9,500 young people in Arizona become daily smokers. The Campaign for Tobacco Free Kids estimated that 77,000 children now under 18 and alive in Arizona would ultimately die prematurely from smoking. In Arizona this year kids will buy or smoke 10.8 million packs of cigarettes! Most youth start this deadly habit not fully understanding that nicotine in tobacco is as addictive as heroin, cocaine or alcohol.

With your help MACTUPP hopes to decrease the prevalence of tobacco use among youth and increase the number of young people who *never* try a cigarette, cigar, spit or other form of tobacco.

We can do this by decreasing the social acceptance of tobacco use, by educating youth about the dangers of tobacco and increasing their skills to refuse and reduce tobacco use.

Thank you for being a part of our new and improved tobacco use prevention initiative. We hope that these materials along with technical assistance from our team of prevention specialists help you provide an effective tobacco use prevention program. We look forward to working with you.

These materials were developed by MACTUPP with funding from the Arizona Department of Health Services, Tobacco Education and Prevention Program. © 2003 State of Arizona.

ARIZONA DEPARTMENT OF HEALTH SERVICES
Tobacco Prevention & Education Program



Help is On the Way...

Training and Technical Assistance

Our services are designed to develop a tobacco prevention program or to build upon the foundation of a prevention program already in existence. Our Prevention Specialists are here to assist you with building your program. We look forward to supporting your school and implementing programs that promote healthy lifestyles for your students.

Some of the services that our Prevention Specialists provide include:

- Aligning existing programs with Arizona State and the Centers for Disease Control (CDC) standards
- Enhancing current tobacco prevention programs
- Providing resources and training opportunities on tobacco and other prevention topics like media, prevention activities, statistics, etc.
- Assisting in developing and obtaining educational materials
- Making recommendations for effective tobacco prevention curriculum
- Helping in the coordination of training for peer leadership in tobacco prevention activities
- Working with your staff in youth advocacy and activism
- Connecting your program with other state and national activities
- And many more.....

Please feel free to contact your Prevention Specialist for any assistance you may need in the development of your tobacco prevention program.



Tobacco Use Prevention School Activity Guide

The purpose of the Tobacco Use Prevention School Activity Planning Guide is to offer schools a comprehensive tobacco use prevention program. Our goal is to help schools create an environment that educates students on the negative health effects of tobacco use and how to maintain a tobacco-free lifestyle. The Centers for Disease Control and Prevention (CDC) recommends the following criteria for creating an effective program:

1. Develop and enforce a school policy on tobacco use.
2. Provide instruction about the short and long-term negative physiologic and social consequences of tobacco use, social influences on tobacco use, peer norms regarding tobacco use and refusal skills.
3. Provide tobacco use prevention education in kindergarten through 12th grade; this instruction should be especially intensive in junior high or middle school and should be reinforced in high school.
4. Provide program-specific training for teachers.
5. Involve parents or families in support of school-based programs to prevent tobacco use.
6. Support cessation efforts among students and all school staff who use tobacco.
7. Assess the tobacco use prevention program at regular intervals.

Instructions for using this guide are as follows:

1. Designate a Tobacco Prevention Site Coordinator or team for your school or campus. Individuals who are interested in planning and coordinating the implementation of this program should be included.
2. Use this guide to determine which activities would be best for your school. This guide can also be used to schedule times for when activities will take place.
3. Review your plan with the MACTUPP Prevention Specialist assigned to your school. Our Prevention Specialists will provide you with expert support in finalizing your plan and with technical assistance year-round.
4. Make sure both the MACTUPP Prevention Specialist and the School Administrator sign off on the guide plan.

We hope this guide enhances creativity and passion in allowing schools to create developmentally and culturally appropriate effective tobacco prevention programs.

This planning guide has been adapted from the successful work of the Tobacco-Free Ways Schools Team. Many thanks to Pima County for your input and support

Maricopa County Tobacco Use Prevention Program (MACTUPP) is funded by the Arizona Department of Health Services, Tobacco Education and Prevention Program.



Maricopa County Tobacco Use Prevention Program

School Program Requirements

The following program components are required as part of the partnership between MACTUPP and your school. These pieces will assist your school in creating an effective program.

- ② "Tobacco-Free Campus" signs must be posted and visible on school campus.
- ② Tobacco Prevention Curriculum must come from the Maricopa County Tobacco Use Prevention Program's approved list of curriculum. There must also be a minimum target of one grade (within the 4th-8th grade target population) with a booster session planned for the following school year. **The curriculum must be implemented with fidelity; meaning the lessons must be taught fully and in the designated order.**
- ② Ten Tobacco prevention messages are required throughout the school year. These messages can include but are not limited to morning announcements, articles in the school paper, announcements at sporting events, print ads in yearbooks, videotaped commercials from the project.
- ② One youth-driven tobacco use prevention program must take place on campus during the school year.
- ② Monthly reports must be completed accurately and submitted in a timely manner.
- ② Attendance at Maricopa County Tobacco Use Prevention Program Site Coordinator Orientation.

Curricula Programs

Objective: To integrate tobacco prevention curricula materials and activities into the school curricula. Classroom activities, which are the most effective for reducing tobacco consumption, are interactive and focus on social skill building (refusal skills, communication skills and decision-making skills)

The following is a sample of currently available research-based effective prevention programs. For a list of curriculum endorsed by MACTUPP, see the Effective Curriculum for Tobacco Prevention.

Action	What	Who	When
CHAMPS Tobacco Use Prevention <i>This peer leadership project provides adult training for the development of youth into LEADERS with tools to empower them to resist the pressure of tobacco use and take tobacco use prevention action in their schools and communities. Student Action Teams and youth leaders work with site coordinators and school partners to create tobacco prevention plans for their school.</i>			
Get Real About Tobacco <i>This is a 10-session curriculum for 4-6 grades. This program gives students the tools to resist peer pressure and make healthy life choices. The program reflects instructional concepts and guidelines of the Centers for Disease Control and Prevention (CDC)</i>			
Here's Looking at You <i>A researched-based, mixed-media prevention program focused on the gateway drugs of alcohol, nicotine, and marijuana. The program is designed to promote healthy norms, increase protective factors and reduce risk factors correlated with drug use. Lessons feature skills on how to be assertive, use self-control, stay out of trouble, make friends, make good decisions and communicate those decisions to others</i>			

Action	What	Who	When
Keep a Clear Mind <i>This curriculum aims to increase student ability to resist peer pressure to use tobacco, alcohol, and marijuana; increase student recognition of the harmful effects of tobacco, alcohol, and marijuana; help students identify and choose positive alternatives to substance abuse; decrease students' actual use of tobacco, alcohol, and marijuana; help parents to become effective drug educators; and increase parent-child communication about substance abuse.</i>			
Life Skills Training <i>This is a 15-session curriculum for 3-8 grades. Life Skills was designed to target the primary causes of substance use including tobacco, alcohol and others by teaching a combination of health information, life skills and resistance skills. The CDC has approved this curriculum.</i>			
Project ALERT <i>This 11 session with 3-booster session curriculum establishes a "no drug use" norm. It focuses on the substances that adolescents use first and most widely: alcohol, tobacco, marijuana and inhalants. Project Alert uses video and posters as part of the program. The program reflects CDC instructional concepts and guidelines.</i>			
Project TNT (Towards No Tobacco) <i>This is a 10-session curriculum with 2 sessions for the second year booster. TNT was designed to target the primary causes of cigarette smoking, smokeless tobacco use and cigar smoking among teens. The CDC has approved this curriculum.</i>			

Lions-Quest <i>A comprehensive life skills and drug prevention curriculum that emphasizes character development, communication, decision-making skills and service learning. It is also a strong prevention tool guiding youth toward healthy choices and a drug and violence-free lifestyle.</i>			
Science Tobacco and You <i>An interactive, multi-disciplinary, inquiry-based program with 9 modules and 22 activities in which students discover the harmful effects of tobacco on their bodies through science-building academic skills while focusing on tobacco prevention. Students gain academic skills through inquiry-based, hands-on activities and gain content knowledge and skills to become informed decision makers.</i>			
Too Good for Drugs <i>This program aims to reduce intentions to use cigarettes, alcohol and marijuana; reduce intentions to engage in aggressive behavior; improve decision making, goal setting and peer resistance skills; and increase friendships with peers less likely to use alcohol, tobacco and other drugs.</i>			
The Great Body Shop <i>This program is a comprehensive health, substance abuse and violence prevention curriculum emphasizing the developmental assets, protective factors, responsibility, reasoned decision-making and promotes a strong self-image.</i>			
Second Step <i>This program teaches social and emotional skills for violence prevention aiming to reduce impulsive and aggressive behavior in children and increase their level of social competence. Additionally, it reinforces empathy, impulse control, problem solving and anger.</i>			

Integrated Tobacco Prevention Activities

Objective: To infuse or integrate tobacco prevention messages into current academic coursework. These activities are applicable to various grade levels.

Action	What	Who	When
Tobacco-Free! <i>This packet, created in California, integrate tobacco use prevention lessons for science, health, history, math, English and performing arts. Curriculum geared towards middle and high school students. Created and distributed by the Sacramento County Office of Education, 9738 Lincoln Village Drive, Sacramento, CA 95827. To order call (916) 228-3909.</i>			
Art <i>Students create tobacco prevention slogans for posters, bumper stickers, homeroom doors, hall passes, etc. School competition is conducted and winning entries are displayed throughout campus.</i>			
Media Arts <i>Create a tobacco web page, film a commercial for the school channel 1 TV broadcast or write a song in music class. Creative venues for students to present their views and opinions on tobacco, strengthen the overall school tobacco prevention plan.</i>			
Math <i>Math lessons can focus on calculating the cost of tobacco use and what that money could be used to buy instead of tobacco products. Analyze tobacco use stats or mortality rates from tobacco use using graphs and charts.</i>			
Science and Health <i>Incorporate lessons on the chemicals found in tobacco smoke and their effects on the human body. Include a lesson about nicotine and addiction</i>			
Drama <i>Students can write, direct and perform theatrical pieces using anti-tobacco messages.</i>			
Language Arts <i>Writing and reading are lessons that can easily integrate a tobacco prevention message. Letter writing, argumentative essays and reading comprehension and vocabulary of tobacco articles, reinforce a prevention message into the Language Arts arena.</i>			

Action	What	Who	When
Health <i>Tobacco education should include the consequences on oral health. Lessons can include investigating leukoplakia on the internet, creating a display of pictures hairy tongue, tobacco stained teeth and learning about cancers, heart and lung diseases.</i>			
Communication and Media <i>Students learn about the power of the media by writing Public Service Announcements, holding press conferences or broadcasting through public access channels.</i>			
Social Studies <i>Students perform a mock trial and act as judge, jury, plaintiff and defendant. Students create performances on tobacco issues in the news.</i>			

Special Events Activities

Objective: To help kick off, complete or supplement the research based components of your prevention programs.

Action	What	Who	When
Halle Heart Trip (Elementary school) <i>The American Heart Association's Halle Heart Center in Tempe offers a hands-on interactive tour for 5th grade students to learn about the effects of tobacco and other cardiovascular risks.</i>			
Kick Butts Day, Beginning of April <i>Plan rallies and events with anti-tobacco messages for this nationally recognized initiative. This is a day to show that kids are a powerful voice against tobacco.</i>			
World No Tobacco Day, May 31st <i>This is the only global event established to call worldwide attention to the impact of tobacco use on public health. Plan events that focus on the health risks of tobacco use and secondhand smoke.</i>			
Red Ribbon Week, Last week in October <i>October 31st is National drug prevention day. Plan activities that focus on drug and tobacco-free lifestyles.</i>			
Great American Smoke-Out, 3rd Thursday in November <i>Sponsored by the American Cancer Society, this is an annual day to emphasize the dangers of tobacco use and to challenge users to quit. Organize pledge drives for smokers that will encourage them to quit.</i>			
Tobacco Use Awareness Contests <i>Students will create tobacco prevention posters or videos to submit to contests</i>			
Trip to a Hospital or Care Center <i>Visit with doctors and nurses who treat people that have illness and disease from tobacco use. Students can see the effects of smoking first-hand and learn how these tobacco-related diseases are treated.</i>			
District Level Event <i>Art contests, newsletters for district staff and student special events can take place district wide.</i>			

Action	What	Who	When
Special Sports Night for Kids <i>Organize an anti-tobacco evening partnering with local professional sports teams and players. Use appropriate sporting events to coordinate with the participating professional team or player.</i>			
Guest Speaker <i>Invite a guest speaker to talk about the effects of tobacco.</i>			

Involving Families in Tobacco Awareness

Objective: Family members will learn about the dangers of tobacco, how to create a smoke free home, and receive resources for cessation programs.

Action	What	Who	When
Create a Plan which allows you to: <i>Provide family members with a message on the hazards of tobacco/secondhand smoke 6 times throughout the year.</i> <i>Include the AZ Smokers' Helpline (1-800-556-6222) and Maricopa County Tobacco Information number (602-372-7272)</i>			
Place Articles in School and/or Community Newsletters <i>Students write articles or can reprint information about the dangers of tobacco use and the benefits of quitting.</i>			
Include "No Tobacco Use" Reminders in Announcements During Sporting Events, etc. <i>Youth can be included in making these announcements. These reminders should also be made to people and organizations that use your campus; i.e. churches and community organizations.</i>			
Parent Prevention Team/Committee <i>Organize a team or committee of parents to assist the prevention coordinator with planning and facilitating events.</i>			
Find Meeting Points with Families <i>Develop information and outreach activities at parent-teacher meetings, campus health fairs, orientation day, sporting events and registration days.</i>			

Tobacco Use Cessation Activities

(High School and Middle School only)

Objective: To allow youth to attend cessation classes in a school setting. Cessation classes will teach students about the affects of using tobacco and give them the skills to help them quit.

Action	What	Who	When
Brief Intervention Training for Adults <i>This training is free and should be mandatory for all cessation facilitators; team members site coordinators, nurses, counselors and coaches. Participants learn effective ways to intervene with tobacco users and how to assist them in creating a simple quit plan.</i>			
Set up a Tobacco Cessation Program <i>TAP (Tobacco Awareness Program) is an 8-week voluntary cessation program that addresses smoking and smokeless tobacco for youth interested in quitting. Staff should be trained in the program.</i>			
Think TANK (Tobacco And Nicotine Kills) <i>The think TANK is a two-track collection of information that is focused on Tobacco Prevention and Social Development Enhancement. The red track is designed to educate the student, who has received a tobacco violation, on the dangers of tobacco use. The Blue track is focused more on social development issues, which in turn is available to any student in need of developmental skill refinement. The teacher will assign a track to a student based on the needs of the child.</i>			
NOT (Not on Tobacco) <i>A 7-week, 10-session curriculum from the American Lung Association is designed to assist young people to quit tobacco before it becomes a long-term addiction. The program provides youth with the skills and support for them to quit. Training is recommended for this program.</i>			

School Policy Enforcement Activities

Objective: To maintain a healthy, tobacco free school environment through the enforcement of that school's tobacco free environment policies.

Action	What	Who	When
School Administrators Examine <u>Full Spectrum</u> Booklet <i>The Department of Health Services and the Department of Education have created policy booklets regarding the 1999 state law on tobacco possession on school grounds. These booklets provide the most progressive strategies for schools to create and maintain tobacco free campuses.</i>			
Display "This is a Tobacco Free Campus" Signs on Campus Facilities. <i>Signs should be posted on entrances to parking lots and throughout school facility and local areas.</i>			
Campus User Agreements <i>Create documents or contracts for those not affiliated with the campus or district that use the school's facilities. The agreement should outline the Tobacco-Free Campus policy. Have them sign stating they understand the policy and promise to adhere to it or lose use of the campus facilities.</i>			
Implement Alternatives to Suspension <i>Involves educating students about their tobacco use rather than punishing them for it. Your County tobacco prevention specialist can help your team identify alternatives that work for your school.</i>			



Tobacco Facts

Sample Announcements

- All tobacco products have nicotine. Nicotine is an addictive drug and a poison
- There are 43 chemicals in cigarettes can cause Cancer
- Tobacco gives you bad breath, yellow teeth, trouble tasting and smelling, shortness of breath, bad circulation, coughing, wheezing, early wrinkles and clothes that smell like an astray
- 80% of smokers started before they were 18 years old
- Every 30 seconds, someone in the world dies from a tobacco-related illness
- Every pack of cigarettes brings you 2 hours closer to death
- If you smoke cigarettes, within a year, your life will be shortened by 1 month
- 70% of youth who smoke indicate that they would not have started if they could choose again
- Cigarettes contain over 4,000 deadly chemicals
- Smoking causes heart problems, cancer and lung disease
- Spit or smokeless tobacco is just as bad as smoking tobacco. It can cause cancer of the mouth, lips and throat. Spit tobacco also causes tooth loss and diseased gum tissue
- Each day, 2000 kids become regular smokers. Approximately 650 of them will die prematurely from a tobacco related illness.
- Nicotine is also a poison. One drop of pure nicotine will kill an average-size person
- Smoking is the number one preventable cause of death in the United States
- More than 434,000 Americans die each year from diseases caused by tobacco
- Tobacco companies spend \$13 million every day to advertise cigarettes
- If you don't start smoking as a teen, chances are you won't ever smoke
- Seventy percent of teens don't smoke
- The smoke from cigarettes hurts not only smokers, but also the people around them
- Secondhand smoke kills about 53,000 people every year
- Smoking a pack of cigarettes a day for one year will cost you about \$1,000
- Children of parents who smoke have more colds, flu, ear infections and asthma
- Cigarette butts are the number one source of pollution on beaches
- Smoking one cigar is like smoking ten cigarettes
- It's hard to do well at sports and other physical activities if you are short of breath from smoking



Booster Sessions

The National Institutes for Drug Abuse in its Prevention Principles for Children and Adolescents reports that “prevention programs should be long-term, over the school career, with repeat interventions to reinforce the original prevention goals. For example, school-based efforts directed at elementary and middle school students should include booster sessions to help with critical transitions from middle (school) to high school”. Many prevention curricula include booster sessions for students for the following year. These sessions are often 1-4 lessons that reinforce concepts learned the previous year.

The Maricopa Tobacco Use Prevention Program encourages all participating schools to provide booster sessions in the following year. This may be accomplished in a number of ways including using Youth Peer Leaders/Trainers to teach the booster sessions. This method reinforces the learning for the youth leaders as well as provides the booster sessions for the other students.

If your curriculum doesn't include specific booster sessions, see your prevention specialist for help in deciding which lessons to use or for use of summative programs such as a jeopardy game or other tobacco prevention activity. If you want assistance in developing a peer program, your prevention specialist can help with that as well.

Good luck!



Tobacco Use Prevention Contract Duties Checklist

Activity	Projected Date of Completion	Date of Completion
Order "Tobacco-Free Campus" Sign		
Post "Tobacco-Free Campus" Sign		
Research Tobacco Prevention Curricula		
Decide on Tobacco Prevention Curriculum		
Start implementation of Tobacco Prevention Curriculum		
Conclude implementation of Tobacco Prevention Curriculum		
Tobacco Prevention Message #1		
Tobacco Prevention Message #2		
Tobacco Prevention Message #3		
Tobacco Prevention Message #4		
Tobacco Prevention Message #5		
Tobacco Prevention Message #6		
Tobacco Prevention Message #7		
Tobacco Prevention Message #8		
Tobacco Prevention Message #9		
Tobacco Prevention Message #10		
Discuss Options for the Youth Driven Activity		
Get Youth Together to Discuss the Youth Driven Activity		
Start Planning the Youth Driven Activity		
Implementation of the Youth Driven Activity		
Reports to be Handed in Monthly		



Maricopa County Tobacco Use Prevention Program Monthly Report Form- Due on the 3rd of Each Month

Site Coordinator: Laura Bush

School: White House Elementary School

District: Washington Elementary District

Reporting for the Month of: February

Tobacco Prevention Contract Annual Checklist 03-04

Activity	Date of Completion
Post "Tobacco-Free Campus" Sign	9/15/2003
Start implementation of Tobacco Prevention Curriculum	9/3/2003
Finished implementation of the curriculum	
Tobacco Prevention Message #1	9/1/2003
Tobacco Prevention Message #2	9/18/2003
Tobacco Prevention Message #3	10/31/2003
Tobacco Prevention Message #4	2/2/2003
Tobacco Prevention Message #5	
Tobacco Prevention Message #6	
Tobacco Prevention Message #7	
Tobacco Prevention Message #8	
Tobacco Prevention Message #9	
Tobacco Prevention Message #10	
Implementation of the Youth Driven Activity	

Financial Reporting

Description	Amount	Date
Site Coordinator Stipend:		
Laura Bush 1 st semester	\$500	12/20/2003
Planning Committee Stipends (optional):		
Curriculum Materials:		
Get Real About Tobacco	\$545	8/15/2003
Materials/Supplies:		
Stickers and pencils	\$26.95	10/15/2003
T-shirts	\$128.65	1/8/2004
Video—"Smoking Facts"	\$125	11/15/2003
Other: including training fees, substitutes to attend training, etc.		
AZ Adolescent Health Conference	\$45	
Total Spent to Date:	\$1346.60	2/31/2004

Tobacco Prevention Curriculum Implementation

Name of Approved Curriculum Using. Choose One:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> All Stars | <input type="checkbox"/> Here's Looking at You | <input type="checkbox"/> Project Alert | <input type="checkbox"/> PATHS |
| <input type="checkbox"/> CHAMPS | <input type="checkbox"/> Keep A Clear Mind | <input type="checkbox"/> Project TNT | <input type="checkbox"/> Positive Action |
| <input checked="" type="checkbox"/> Get Real About Tobacco | <input type="checkbox"/> Life Skills Training | <input type="checkbox"/> Too Good For Drugs | <input type="checkbox"/> Second Step |
| <input type="checkbox"/> Great Body Shop | <input type="checkbox"/> Lions Quest | <input type="checkbox"/> Keepin' It Real | <input type="checkbox"/> Science Tobacco & You |

Lesson/ Session	Grade and Teacher	Number of Students	Comments about the lesson: anything added to the lesson, interruptions, Student reactions.
Example: Lesson 1	4 th Mr. West	27	Added the video truth and dare Students commented on how tobacco is portrayed in movies and they'd never noticed.
1	5 th Bush	28	Students liked it. Discussed ground rules.
1	5 th Jones	25	Finished all of lesson and started #2
1	5 th Walters	30	Students confused about chew/spit. Student discussed parental use.
2	5 th Bush	27	Added video: Smoking Truth or Dare—good response
2	5 th Jones	25	The lesson took too long. Not enough time to role play. The students that did role play got a lot out of it.
2	5 th Walters	29	A lot of discussion
3	5 th Bush	29	
3	5 th Walters	25	Started lesson, then fire alarm—didn't finish

Tobacco Prevention Messages This Month

Date of Message	Type of Message	How it was Delivered	Responses/Reactions from the Messages
Example: 2/14/04	Heart health and tobacco	On the PA system in the am	None
10/24	Chemicals in Tobacco Quiz	PA in the am announcements	Had winner of quiz come to office, got a prize
10/3	Secondhand smoke is dangerous for kids	Parent newsletter article written by 5 th grade students	None so far.

Youth-Driven Tobacco Use Prevention Activity

(Have at least one youth driven activity per year.)

Program Information

Date of Program: March 5, 2004

Number of Students Involved with Planning/Implementing the Event:
12

Grade(s) of Students Involved with Planning/Implementing the Event:
5th grade

Activity description including results, participant response, reactions:

The student group wrote 10 questions on the effects of tobacco use and read one a day. The first student to the office with the correct answer won a calendar, a Frisbee and free lunch card. There were a lot of responses and the students want to continue doing this all year. The students had to research the effects of tobacco use in order to write the questions. One of them spent many hours on the internet learning tobacco facts.

Non-Required Prevention Activities

(Any other prevention activities. Could include other lessons, booster lessons, movies, speakers, non-approved curriculum, training, peer programs, health fairs, puppet shows, poster contests, etc.)

Date:	Type of Activity:	Number of Students Participating:	Grade(s) of Students:	Result of Activities Including Student Responses:
Example 9/15	Jump for Heart assembly	25	5th	Students loved it! Will do it again next year.
10/31	Peer teaching to 3 rd grade	18	4 th	Want to do it every week. Will set up times for the 2 nd grade next semester.
2/14	Health Fair	200 (whole school)	K-8 th	Students received information about tobacco.

Please let us know how we can assist your program.

We can help with: Planning your Program, Curricula Information, Resources and/or Materials Checkout, Health Fairs, Peer Programs/ Youth Advocacy and Referrals or Other Services.

If you have any questions regarding this form, please call your Prevention Specialist

Reports need to be submitted monthly to your Prevention Specialist by mail, fax or e-mail.

NAME of PS
Email of PS
Address of MACTUPP
Phone and Fax



What Can Site Coordinators Purchase with MACTUPP Funds?

All spending must be related to program goals. If you are not sure, check with your prevention specialist!

Approvable items are as follows:

To Purchase:

- Approved prevention curriculum
- Tobacco free Campus signs
- Student incentives
- Gift certificates for student rewards
- Plaques
- Signs/Banners/Printing
- Prevention oriented software
- Prevention videos/DVDs/posters
- Prevention literature (books, brochures)

Services for Students:

- Prevention related fieldtrips including transportation costs
- One-time assembly or classroom speakers

Services for Teachers:

- Conference fees
- In-service speakers
- Substitute teachers if prevention activities pull them out of their classroom

Items that are not approved and cannot be purchased:

- Items not related to tobacco prevention
- Payment for an outside consultant to implement tobacco prevention curriculum
- Curriculum not found on the MACTUPP Effective or Promising Curricula list
- Food items



Instructions for Ordering and Invoicing MACTUPP

All schools/districts have a process for ordering materials and supplies. The site coordinator is responsible for finding out the process of his/her school and district. The site coordinator and/or person invoicing needs to follow the established procurement guidelines set forth by his/her school district.

This is a cost reimbursement contract. The contracted school will be buying all program supplies and materials including an approved curriculum if needed through the district, unless it is a charter school. After providing the stipend to the site coordinator, or buying program materials, the district (or charter) will bill MACTUPP.

The invoice needs to be on official district (or charter) letterhead and must include the following:

- Name of the School District (or Charter School)
- Address (this address must be the same as the remittance address on the vendor form that was turned in with the contract)
- Phone Number
- Month of the Billing
- Contract Number
- Items for reimbursement: stipends and any program materials
- Note which schools received the materials purchased
- Total amount of reimbursement
- Contact Information for the person submitting the invoice
- Authorized Signature

A sample invoice is included in the MACTUPP Planning Guide and Resource Materials.

Please include all receipts for each expenditure with the invoice and send to:

Cheryl Smith
MACTUPP
3838 N. Central, Suite #1600
Phoenix, Arizona 85012

Invoice/Billing Questions can be addressed to Cheryl Smith, Contracts Coordinator at (602) 372-8415 and may be transferred to Matthew Juan, Budget Analyst at (602) 372-8404.



ABC School District

1234 W. Carson Street
Phoenix, AZ 85301
602 899-5680 fax 602 854-5442

Invoice No.

Customize...

INVOICE

Customer

Name Maricopa County Tobacco Use Prevention Program
Address One North First Street, #700
City Phoenix State AZ ZIP 85004
Phone 602 372-8415

Date 6/23/2003
Contract # C-86-03-245-2
Month December

Qty	Description	Unit Price	TOTAL
1	1st Stipend for Kate Line - Academy Elementary	\$500.00	\$500.00
3	Planning committee hrs - Jane Ey - Demi Middle School	\$15.00	\$45.00
2	TEG/TAP Curriculum - Academy Elementary	\$100.00	\$200.00
5	Tobacco-free campus signs - Academy, Demi, Roosevelt, Donner, Westin schools	\$25.00	\$125.00

Contact Person:

SubTotal \$870.00

\$0.00

TOTAL \$870.00

Authorized Signature:

Office Use Only



MACTUPP Resource Materials

The MACTUPP Program has some materials that you are welcome to borrow. The following pages contain a description (and visual) of what's available to use in your lessons, assemblies and peer leadership programs.

In order to borrow any of these materials, contact your MACTUPP Prevention Specialist. Quantities are limited, so be sure to reserve your materials early. If you're not sure who that person is, just call our central office at (602) 372-8403 and we'll find out for you!

Below, you'll find a borrower's agreement that you can complete and give to your MACTUPP specialist to check out any of these materials. This agreement helps us ensure that if the materials are lost or broken, that you accept responsibility for replacing them. We'll hold this agreement for you, and you'll only need to complete it once. We hope you enjoy using some of our fun (and sometimes gross!) teaching visuals. Thanks!

Borrower's Agreement:

I accept full responsibility for returning any items borrowed from MACTUPP. If the materials should be lost or broken, I will replace them or the value of them per MACTUPP's request.

Signature

Date

Name of School



MACTUPP Presentation Materials

The following is a listing of tobacco use prevention presentation materials that are available to our prevention site coordinators. These items can be checked out for health fairs, presentations and other events emphasizing healthy lifestyles. We have a limited supply of these items; please contact your prevention specialist for more information.



Very Large Cigarette

This gigantic cigarette displays all of the chemicals found in tobacco smoke.

Mechanical Smoker

The smoking device channels the tar and nicotine from a lighted cigarette into a plastic bag designed to replicate a lung. The stained lung remains as a permanent record of the residues in tobacco smoke.



"Dangers of Smoking" Table Display

This display shows the various effects of tobacco use.



CHAMPS Puppets and Curriculum

This program designed for elementary and middle school aged children, uses the power of peer pressure to prevent tobacco use. This curriculum contains a powerful peer leadership model allowing older kids to present puppet shows to grades K-3.



Smoker's Lung

This display dramatically illustrates the effects of prolonged smoking. The blackness indicates the tar collected in the lung resulting in emphysema. A Palpable internal and external tumor, representing cancer, is also found encouraging students to see and feel the consequences of tobacco use.



Body Vest

This wearable vest represents the internal organs of the body. The vest is a great demonstrative tool for children kindergarten through third grade. The organs are removable by Velcro.

Smoky Sue Smokes for Two

This model illustrates smoke passing through a lifelike model of a 7-month old fetus. Tar collects at the surface of water in the jar that represents the placenta, showing visually the pollutants reaching the developing baby.



Tar Jar

This teaching aide contains a cigarette package and cigarette butts submerged in a gooey tar. This represents the amount of tar buildup in the lungs from smoking one pack of cigarettes per day for one year.



Phlegm Jar

This visual aide is used to demonstrate the buildup of phlegm in the lungs from frequent tobacco use. The coughing up of phlegm is the lungs way of trying to clean out the smoke.

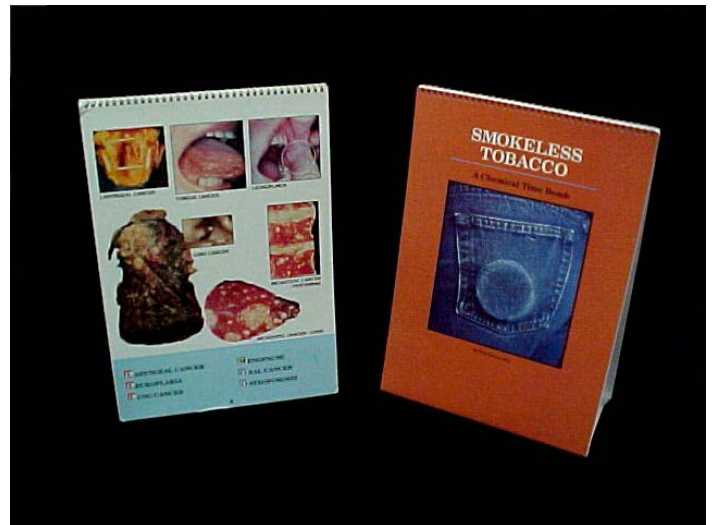
Mr. Dip Lip

This life-like puppet is used to demonstrate the effects of using dip or chew tobacco on the lips, gums and teeth.



Informational Story Charts The ABC's of Smoking & Smokeless Tobacco

These storyboards provide information about organs affected by tobacco and the consequences of using tobacco products



Mr. Gross Mouth

This is a model of the teeth, tongue and oral cavity depicts the effects of using smokeless tobacco. The model includes a four-inch wide cancerous tongue made of realistic material.

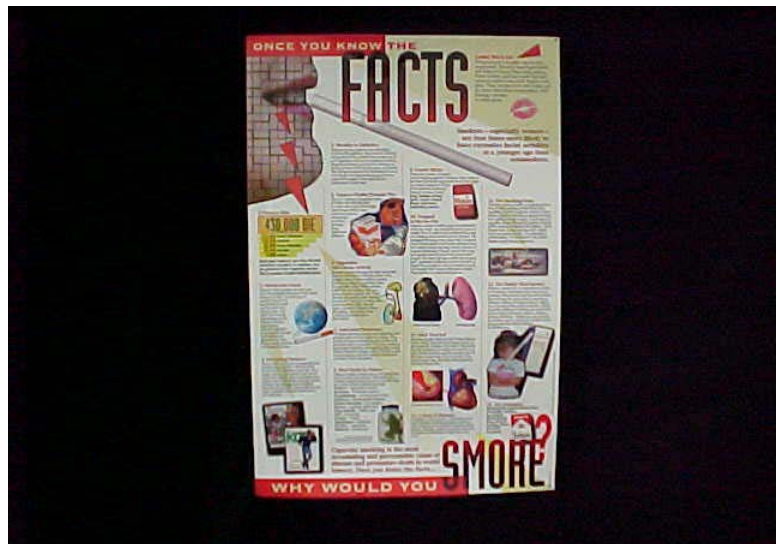
The Smoke in the Air

This visual 3D model displays the amount of secondhand smoke generated by one cigarette.



"Once You Know the Facts" Display Poster

This poster display explains the numerous health problems caused by smoking tobacco.



Death Cards

These cards contain fourteen different characters with fifty-two different reasons not to smoke cigarettes. The American Cancer Society provided statistical information for these cards.

"The Consequences of Smoking" Folding Display

This visual 3D display shows how smoking can affect various parts of the human body. This is a great tool for health shows and demonstrations.





Tobacco Prevention Websites

Websites for Teachers

Action on Smoking and Health:

A National Charitable Antismoking & Nonsmokers' Rights Organization

www.ash.org

American Cancer Society

www.cancer.org

American Legacy Foundation:

Building a world where young people reject tobacco and anyone can quit.

www.americanlegacy.org/

American School Health Association:

Promoting The Health Of Our Nation's Youth

www.ashaweb.org/

Arizona Prevention Resource Center

www.azprevention.org

Arizona Department of Health Services Tobacco Education and Prevention Program

www.tepp.org/

B-FREE From Tobacco T. Melvin Youth Tobacco Prevention and Education Program

www.be-free.org

Empowering smokers to quit successfully - Motivating youth to stay tobacco free

www.tobaccofree.org

The Facts About Cigarette Butts and Litter

www.cigarettelitter.org

Tobacco News and Information

www.tobacco.org

Centers for Disease Control and Prevention:

Tobacco Information and Prevention Source (TIPS)

www.cdc.gov/tobacco

Comprehensive Health Education Foundation
<http://www.chef.org/>

CSAP's Western Center for the Application of Prevention Technologies
<http://www.unr.edu/educ/capta/westcapt/>

The Mendez Foundation Education Center
www.mendezfoundation.org/educationcenter/tgfd/index.htm

Partnership for Prevention
www.prevent.org

Resiliency in Action
<http://www.resiliency.com/>

SAMHSA's National Clearinghouse for Alcohol and Drug Information
<http://www.health.org/>

Search Institute
<http://www.search-institute.org/>

Secondhand Smoke:
Consumer Federation of America Foundation
www.consumerfed.org/ets

Tar Wars: A Tobacco-Free Education Program for Kids from The American Academy of Family Physicians
www.tarwars.org

Tobacco Control Journal Online
www.tobaccocontrol.com

Tobacco Control Research Branch, National Cancer Institute
<http://Dccps.nci.nih.gov/tcrb>

United Learning
www.unitedlearning.com

US Department of Education
<http://www.ed.gov/offices/OESE/SDFS>

Websites for Students

BADvertising Country: Home of honest tobacco ads

<http://www.badvertising.org>

Big Tobacco Sucks

www.bigtobaccosucks.org

Campaign for Tobacco Free Kids

<http://www.tobaccofreekids.org/>

Fight with F.A.C.T. (Fighting Against Corporate Tobacco)

www.fightwithfact.com

Girl Scouts of the USA

www.girlscouts.org

Joe Chemo:

A Camel Who Wishes He'd Never Smoked

www.joechemo.org

National Spit Tobacco Education Program

<http://www.nstep.org/nstep.shtml>

NOVA Online – Search for a Safer Cigarette

<http://www.pbs.org/wgbh/nova/cigarette>

Quit 4 Life

www.quit4life.com

The Foundation for A Smokefree America

www.notobacco.org

The Truth

www.thetruth.com

Turn the Tide: Drown Out Big Tobacco

www.kickbuttsday.org

World Health Organization

www.tobacco.who.int

You Are The Target

www.you-are-the-target.com

Website for Parents

AL-ANON and ALATEEN
www.al-anon-alateen.org

Arizona's Smoker's Help-line
<http://www.ashline.org/>

B-FREE From Tobacco T. Melvin Youth Tobacco Prevention and Education Program
www.be-free.org

Dr.Koop's Community
www.drkoop.com

FirstGov for Parents
www.firstgov.gov

Tar Wars: A Tobacco-Free Education Program for Kids from The American Academy of Family Physicians
www.tarwars.org

Tobacco Information and Prevention Source (TIPS)
www.cdc.gov/tobacco

Join Together Online
<http://www.jointogether.org/home/>

National Association of Attorneys General
www.naag.org

National Institutes for Drug Abuse
<http://www.nida.nih.gov/NIDAHome.html>

National Latino Council on Alcohol and Tobacco Prevention
<http://www.nlcatp.org>

National Spit Tobacco Education Program
<http://www.nstep.org/nstep.shtml>

Office of National Drug Control Policy
www.whitehousedrugpolicy.gov

Parents, The Anti-Drug
www.theantidrug.com

Parents: The Power to Prevent
<http://www.powertoprevent.org>

Partners in Substance Abuse Prevention
<http://www.samhsa.gov/preventionpartners/>

Partnership for a Drug-Free America
www.drugfreeamerica.com

Smokescreen Action Network
www.smokescreen.org

Smoke-Free Families
www.smokefreefamilies.org

Smoke-free Homes
www.epa.gov/smokefree

Stop Teenage Addiction to Tobacco
www.stat.org

Street Drugs
www.streetdrugs.org

The Drug and Alcohol Treatment and Prevention Global Network
www.drugnet.net

U.S. Drug Enforcement Administration
www.usdoj.gov/dea

GRANTS & FUNDING RESOURCES

Arizona Community Foundation

<http://azfoundation.org>

Arizona Department of Education

<http://www.ade.az.gov/health-safety/health/fundingopps.asp>

ASU Non-profit Management Institute

<http://www.asu.edu/xed/npmi>

Changing our World Inc.

<http://www.onphilanthropy.com>

The Federal Commons

<http://www.cfda.gov/federalcommons/education.html>

The Foundation Center

<http://fdncenter.org/>

Funds Net

<http://www.fundsnet services.com/>

Grants Net (HHS)

<http://www.hhs.gov/grantsnet/>

Just Grants Arizona

<http://www.azgrants.com>

Mental Health Dissemination Network of Arizona

<http://www.azmentalhealth.org/grantfund.html>

National Network of Grant Makers

<http://www.nng.org>

Nina Mason Pulliam Charitable Trust

<http://ninapulliamturst.org/html>

St. Luke's Health Initiatives

<http://www.slhi.org>

Virginia Piper Charitable Trust

<http://www.pipertrust.org>



Tobacco Use Prevention Acronyms

ACAS	Arizonans Concerned About Smoking
ACC	Arizona Cancer Center, University of Arizona
ACS	American Cancer Society
ACTA	Arizona Clearing the Air
ADE	Arizona Department of Education
ADGPRC	Arizona Drug & Gang Prevention Resource Center, Arizona State University
ADHS	Arizona Department of Health Services
AFP	Arizonans for Prevention
AHA	American Heart Association
AHCPR	American Health Care Policy and Research
ALA	American Lung Association
APHA	American Public Health Association
APRC	Arizona Prevention Resource Center, Arizona State University
ASH	Arizona Smoker's Help-Line (800) 55-66-222
ASU	Arizona State University
AZHHA	Arizona Hospital & Healthcare Association
CDC	Centers for Disease Control and Prevention
CSAP	Center for Substance Abuse Prevention
CTFA	Coalition for Tobacco Free Arizona
EPA	Environmental Protection Agency
NAU	Northern Arizona University
SAMHSA	Substance Abuse & Mental Health Services Administration
SHS	Secondhand Smoke
TEPP	Tobacco Education Prevention Program, ADHS www.tepp.org
U of A	University of Arizona
WestCap	Western Center for the Application of Prevention Technologies
WHO	World Health Organization www.who.org



Tobacco at School

Arizona Statute 36-798.03

36-798.03. Tobacco products prohibition at schools and school-related areas; exception; violation; classification

A. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposes of this subsection, "school" means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.

B. Subsection A of this section does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program established pursuant to section 15-712.

C. A person who violates this section is guilty of a petty offense.



School Alternative to Suspension Law

15-841. Responsibilities of pupils; expulsion; alternative education programs; community service; placement review committee

- A. Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school district governing board. A teacher may remove a pupil from the classroom if either of the following conditions exists:
1. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
 2. The teacher has determined that the pupil's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- B. A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.
- C. A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.
- D. A school district may annually or upon the request of any pupil or the parent or guardian review the reasons for expulsion and consider readmission.
- E. As an alternative to suspension or expulsion, the school district may reassign any pupil to an alternative education program if the pupil does not meet the requirements for participation in the alternative to suspension program prescribed in subsection H of this section and if good cause exists for expulsion or for a long-term suspension.
- F. A school district may also reassign a pupil to an alternative educational program if the pupil refuses to comply with rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators or the governing board.
- G. A school district or charter school shall expel from school for a period of not less than one year a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may

modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code sections 1400 through 1420). For the purposes of this subsection:

1. "Expel" may include removing a pupil from a regular school setting and providing educational services in an alternative setting.

2. "Firearm" means a firearm as defined in 18 United States Code section 921.

H. A school district or charter school shall expel from school for at least one year a pupil who is determined to have threatened an educational institution as defined in section 13-2911, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. This subsection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code sections 1400 through 1420). A school district may reassign a pupil who is subject to expulsion pursuant to this subsection to an alternative education program pursuant to subsection E of this section if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the threat. A school district or charter school may require the pupil's parent or guardian to participate in mediation, community service, restitution or other programs in which the parent or guardian takes responsibility with the pupil for the threat. For the purposes of this subsection, "threatened an educational institution" means to interfere with or disrupt an educational institution by doing any of the following:

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
4. Refusing to obey a lawful order to leave the property of an educational institution.

I. By January 1, 2001, each school district shall establish an alternative to suspension program in consultation with local law enforcement officials or school resource officers. The school district governing board shall adopt policies to determine the requirements for participation in the alternative to suspension program. Pupils who would otherwise be subject to suspension pursuant to this article and who meet the school district's requirements for participation in the alternative to suspension program shall be transferred to a location on school premises that is isolated from other pupils or transferred to a location that is not on school premises. The alternative to suspension program shall be discipline intensive and require academic work, and may require community service, groundskeeping and litter control, parent supervision, and evaluation or other appropriate activities. The community service, groundskeeping and litter control, and other appropriate activities may be performed on school grounds or at any other designated area.

J. Each school shall establish a placement review committee to determine the placement of a pupil if a teacher refuses to readmit the pupil to the teacher's class and to make recommendations to the governing board regarding the readmission of expelled pupils. The process for determining the placement of a pupil in a new class or replacement in the existing class shall not exceed three business days from the date the pupil was first removed from the existing class. The principal shall not return a pupil to the classroom from which the pupil was removed without the teacher's consent unless the committee determines that the return of the pupil to that classroom is the best or only practicable alternative. The committee shall be composed of two teachers who are employed at the school and who are selected by the faculty members of the school and one administrator who is employed by the school and who is selected by the principal. The faculty members of the school shall select a third teacher to serve as an alternate member of the committee. If the teacher who refuses to readmit the pupil is a member of the committee, that teacher shall be excused from participating in the determination of the pupil's readmission and the alternate teacher member shall replace that teacher on the committee until the conclusion of all matters relating to that pupil's readmission.

<http://www.azleg.state.az.us/ars/15/00841.htm>

TEACHING TIPS

1. **RELAX** Almost everyone is nervous the first time he or she does a classroom presentation. Young students are usually excited about the appearance of older students in their classroom, so you'll feel welcome.
2. **KNOW YOUR MATERIAL** The more prepared you are, the better and easier your presentation will be. Practice with your teammates. It helps to use a tape recorder to record all you can remember about each session of your program, then play it back while referring to your written information. Try it again adding the information you missed the first time. Continue until you remember all the information.
3. **SPEAK LOUDLY AND CLEAR** If they can't hear you in the back of the room, your message is of no value to them. Make sure to speak loudly and clearly during your presentation.
4. **TALK DIRECTLY TO THE STUDENTS** Make eye contact with them whenever possible. Avoid unnecessary talk with your team members. Remember, it is your ability to relate to the younger students that will make this program successful.
5. **DON'T RUSH** Take your time and cover the material carefully and slowly. This will help you remember more of your material.
6. **DO NOT READ FROM YOUR TRAINING MATERIALS** Try to use your own words. If you feel that you need notes, 3x5 cards are just the right size. Include a few major points to trigger your memory. Adhere to the printed discussion guide, but try to avoid sounding stiff.
7. **BE SURE YOU UNDERSTAND BEFORE THE PROGRAM BEGINS WHICH PORTION IS YOUR RESPONSIBILITY AND WHICH IS YOUR TEAMMATES** Make a plan with your teammates before you enter the classroom
8. **TRY TO CLARIFY YOUR PERSONAL FEELINGS ABOUT CIGARETTE SMOKING SO YOU CAN RELATE THEM TO THE YOUNGER STUDENTS** Kids are more concerned about their need for acceptance from their peers versus the right choice for themselves. What is an effective response to pressure from others? What has been your experience?
9. **BE HONEST ABOUT YOUR SMOKING HISTORY** Your presentation will be much more effective if you are honest about your experience with smoking.
10. **CONCERNED ABOUT THE QUESTION & ANSWER PERIOD? DON'T BE** If you should be asked a question that stumps you, simply say you don't know or refer to an adult in the classroom. It is better to give no information than misinformation. Ask students to hold their questions till the question and answer portion of the program.
11. **DO NOT ASK THE CHILDREN IN THE CLASSROOM IF THEY HAVE EVER SMOKED** That is personal information which does not need to be related before other students and teachers.

The Maricopa County Tobacco Use Prevention Program is a part
of the Chronic Disease and Tobacco Control Division in the
Maricopa County Department of Public Health

